



# GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
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## RESERVATION FOR GRADUATE CREDIT Restricted to current UTEP undergraduate students in the final semester of undergraduate study

Name: \_\_\_\_\_ UTEP ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Read the following before submitting your request to enroll in graduate courses on a reserved for graduate credit basis:

- This option is limited to one term/final term.
- The undergraduate student must be in the final semester of study and not lack more than 12 semester hours of coursework to complete all requirements for the baccalaureate degree.
- The applicant must have a 3.0 grade point average in all upper level courses.
- Total registration for ALL coursework must NOT exceed 15 credit hours for Fall and Spring sessions and 9 credit hours for summer sessions.
- Enrollment in graduate course must be approved by the departmental/program graduate advisor.
- Research, seminar, individual studies or thesis courses cannot be reserved for graduate credit.
- Reservation for graduate credit courses will appear on a separate GRADUATE level transcript.
- Grades earned on reserved courses will become part of the permanent graduate history/transcript and will affect the graduate cumulative grade point average.
- Reservation for graduate credit does not constitute admission to the Graduate School.
- Credit for graduate courses cannot be counted towards a baccalaureate degree; it can only be reserved toward a graduate degree.
- A student who has a baccalaureate degree cannot reserve courses for graduate credit unless enrolled at the undergraduate level working toward a second baccalaureate degree.
- Submit this form to the Graduate School for final approval and processing. Enrollment in GR courses for graduate credit can only be processed by the Graduate School.

**By signing below, the student agrees to reserve courses which will become part of the permanent graduate transcript.**

Total enrollment including requested graduate courses: \_\_\_\_\_ Upper Level GPA: \_\_\_\_\_

Total undergraduate course hours lacking for Bachelor's Degree: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

This request is to enroll in the following courses during the following term: \_\_\_\_\_

CRN					
SUBJECT					
COURSE NUMBER					

Student Signature & Date: \_\_\_\_\_ Graduate Advisor Signature & Date: \_\_\_\_\_

College Dean Signature & Date: \_\_\_\_\_ Graduate School Signature & Date: \_\_\_\_\_